



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**  
**Regional Transportation Planning Agency**  
**Humboldt County Local Transportation Authority**  
**Service Authority for Freeway Emergencies**  
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**AGENDA ITEM 5b**  
**SSTAC Meeting**  
**October 5, 2016**

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**DATE:** September 26, 2016  
**TO:** Social Services Transportation Advisory Council (SSTAC)  
**FROM:** Debbie Egger, Fiscal Administrative Officer  
**SUBJECT:** **HCAOG Transportation Development Act (TDA) Rules Amendment**

### **STAFF REPORT**

#### **Contents:**

- Staff's Recommended Action
- Staff Summary
- Amended HCAOG TDA Rules (Draft)

#### **Staff's Recommended Action:**

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:  
"I move that the SSTAC recommend the HCAOG Board adopt the HCAOG TDA Rules as amended."

#### **Staff Summary:**

The Humboldt County Association of Governments (HCAOG), acting in its official capacity as the Regional Transportation Planning Agency (RTPA), updated HCAOG TDA Rules (Rules) in January 2016. The Rules clarify roles and responsibilities in administering the Local Transportation Fund (LTF) and the State Transportation Assistance Fund (STAF), pursuant to the Transportation Development Act (TDA). These Rules are intended to help HCAOG committees and staff, TDA claimants, transit operators, the County Auditor, and consulting auditors, understand and adhere to the TDA. These Rules augment and do not supersede the Guidelines prepared by the California Department of Transportation (Caltrans).

The authority for an RTPA to publish rules and regulations is set forth in the Act, under the California Code of Regulations (CCR) and Public Utilities Code (PUC). Specific authorizing language includes: “The transportation-planning agency shall adopt rules and regulations delineating procedures for the submission of claims under Section 99234 and subdivision (a) of Section 99400 and stating criteria by which they will be analyzed and evaluated” (PUC §99401(a)). Other authorizing sections of the Act are under California Government Code §29532 (b), and PUC sections §99241, §99241.5, and §99261.

One of the major changes to the Rules includes a list of priorities and criteria when allocating the STA funds. During the FY 2016-17 STA cycle, the Service Coordination Committee (SCC) as well as the HCAOG Board requested that language be added to the Rules to provide guidance when reviewing the project requests received each year. Staff has drafted a list of priorities and criteria listed on pages 10 and 11.

In January 2016 the Rules were updated to include language, recommended through the fiscal and compliance audit, requiring all STA funds be paid on a reimbursement basis with the submittal of invoicing documentation. Through discussions with the Auditor it was also recommended that the STA funds be used for projects that are easier to track through invoicing, such as capital purchases, rather than operating expenses. Due to these discussions staff is recommending that capital purchases be considered as a top priority when allocating STA funds.

The other addition worth noting is the requirement that all agencies receiving TDA funds through a third party contract undergo a Review Engagement by an Auditor designated by HCAOG. Although this requirement was already adopted through the HCAOG Board in 2014, the language has been now added to the Rules (page 18).

A clarification was made to the existing language regarding the deadline on when STA claims need to be submitted as well as the deadline for submitting all invoicing (page 24). Staff also has updated the claim forms listed in Appendix C. All other changes in the document have marked as strikeout or highlighted in color.

Staff is looking for the SSTAC's review and recommendations.